

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice AS-2264

For: FAS and FSA Washington, DC, National Offices **Only**

Identifying Record Custodians

Approved by: Deputy Administrator for Management



1 Overview

A Background

In accordance with the Federal Records Act, as amended and codified in 44 U.S.C. 3101 and 3102, agencies have the responsibility to create and preserve records that document their mission, functions, policies, procedures, decisions, and transactions.

Each division, branch, section, or office is required to identify individuals that will serve as their records custodian. This information is being requested so the key points-of-contact can be identified for disseminating information about records management.

The deadline for submitting this information is **March 17, 2014**.

B Purpose

This notice:

- informs FAS and FSA employees about the request to update contact information provided in Exhibits 1 and 2 and
- requests that each office identify a staffing individual that is responsible for its records processing.

| Disposal Date | Distribution |
|--------------------------|--|
| April 1, 2014 2-20-14 | FAS and FSA Washington, DC, National Offices |

1 Overview (Continued)

C Contact

If there are questions regarding this notice, contact either of the following:

- Keith Holden, IMB, FSA Records Officer by:
 - e-mail at **keith.holden@wdc.usda.gov** or
 - telephone at 202-690-1560
- Liz Ashton, IMB, Records Analyst by:
 - e-mail at **liz.ashton@wdc.usda.gov** or
 - telephone at 202-690-3739.

2 Record Custodians

A Custodian Responsibilities

Records management is a collective responsibility that **all** employees have an equal obligation to maintain. All employees should be capable of applying policies, procedures, and tools for managing records. The records section will provide training to all records custodians after they have been identified.

Record custodian responsibilities include, but are **not** limited to, the following:

- complying with guidance issued by the records section,
- maintaining, servicing, and disposing of office records,
- learning the functional mission of the Office of Records that the records support and know the purpose that the records serve,
- maintaining the office file plan,
- accounting for active and inactive records,
- ensuring that eligible records are promptly and properly prepared to retire or transfer,
- being proficient on equipment used for storing and retrieving records from the files,

2 Record Custodians (Continued)

A Custodian Responsibilities (Continued)

- knowing and implementing records maintenance, use, and disposition policies and procedures for records that are being maintained,
- adjusting office record maintenance practices to provide accurate and effective reference service to the users of the records, and
- cooperating with the records section in periodic evaluations of each office's records.

B Appointing a Point-of-Contact for Records Management

Each division, branch, section, or office shall provide the following information for each employee within the division, branch, section, or office assigned the responsibility for the records management process:

- division, branch, section, or office,
- custodian's name,
- telephone number, and
- address, including building and room number.

This information will be used to identify individuals within each division, branch, section, or office, responsible for ensuring that the responsibilities for creating, maintaining, and storing Federal records are properly adhered. The records section will use records custodians as the point-of-contact for record management.

Offices shall e-mail this information to **FSA.RecordsMgmt@wdc.usda.gov** on or before **COB March 17, 2014**.

C Updating FSA and FAS Contact Information

FAS and FSA shall review previously provided contact information in Exhibits 1 and 2 for accuracy. The contact information offices shall e-mail any updates or revisions to **FSA.RecordsMgmt@wdc.usda.gov**.

FSA Contact Information

FSA divisions, branches, sections, or offices shall review the following for accuracy. Contact information offices shall e-mail updates or revisions to the attention of Liz Ashton at **FSA.RecordsMgmt@wdc.usda.gov**.

As of 4/27/2011

| FSA Records Management Custodians | | | | |
|---|-----------|-------------------|--|----------------|
| Branch/Section | Acronym | Name | E-mail Address | Phone # |
| Administrator | | | | |
| Office of Civil Rights - OD | OA | | | |
| | OCR | | | |
| Compliance & Program Analysis Branch | CPAB | Doris Rudolph | doris.rudolph@wdc.usda.gov | (202) 401-7178 |
| Equal Employment Opportunity Branch | EEOB | Andrew Malloy | andrew.malloy@wdc.usda.gov | (202) 401-7211 |
| EEO Counseling & Mediation Branch | CMB | Darlene Smith | darlene.smith@wdc.usda.gov | (202) 401-7177 |
| Program Complainants Inquiry Branch, Montgomery, AL | PCIB | Carnell McAplaine | carnell.macaplane@al.usda.gov | (334) 279-3423 |
| Kansas City EEO/OCR Branch | KCEEO/OCR | Edith Stovall | edith.stovall@kcc.usda.gov | (816) 926-6755 |
| | | | | |
| Office of External Affairs - OD | OEA | | | |
| Executive Secretariat Staff | ES | | | |
| Legislative Liaison Staff | LA | | | |
| Public Affairs Staff | PA | | | |
| Freedom of Information Act Staff | FOIA | | | |
| | | | | |
| Economic & Policy Analysis Staff - OD | EPAS | Tricia Barnes | tricia.barnes@wdc.usda.gov | (202) 720-3451 |
| Regulatory Review Group | RRG | | | |
| Farm Loan Analysis Group | FLAG | | | |
| Dairy and Sweeteners analysis Group | DSA | | | |
| Feed Grains and Oilseeds Analysis Group | FGOA | | | |
| Fibers, Peanuts and Tobacco analysis Group | FPTA | | | |
| Natural resources Analysis Group | NRA | | | |
| Food Grains Analysis Group | FGA | | | |

FSA Contact Information (Continued)

| FSA Records Management Custodians | | | | |
|--|---------|-------------------|--|----------------|
| Branch/Section | Acronym | Name | E-mail Address | Phone # |
| Associate Administrator for Operations and Management | AAOM | | | |
| Office of Budget and Finance - OD | OBf | Darlene Gray | darlene.gray@wdc.usda.gov | (202) 720-3792 |
| Budget and Performance Management System | BPMS | Robert Flores | robert.flores@wdc.usda.gov | (202) 720-0019 |
| Budget Division - OD | BUD | | | |
| Administrative Expenses Branch | AEB | | | |
| Federal Operations Section | FOS | | | |
| County Budget and Work Measurement Section | CBWMS | | | |
| Programs Branch | PB | | | |
| Domestic & Conservation Section | DCS | | | |
| Credit Programs Sections | CPS | | | |
| Financial Management Division - OD | FMD | | | |
| LAN Administration | LA | | | |
| Financial systems and Program Delivery Center | FSPDC | | | |
| Program Delivery Support Office | PDSO | | | |
| Program Management and Development Office | PMDO | | | |
| Debt Management and Travel Policy Office | DMTPO | | | |
| International and Treasury Operations Center | ITOC | | | |
| Financing and Cash Operations Office | FCOO | | | |
| International Operations Accounting Office | IOAO | | | |
| Export Accounting Office | EAO | | | |
| Policy, Accounting, Reporting, and Loan Center | PARLC | | | |
| Managerial Reporting Office | MRO | | | |
| Regulatory Reporting and Reconciliation Office | RRRO | | | |
| | | | | |
| Office of Chief Information Officer | OCIO | | | |
| Information Technology Services Division | ITSD | | | |
| Budget and Acquisitions Office | BAO | Connie Bowers | connie.bowers@wdc.usda.gov | (202) 720-1780 |
| Geospatial Information & Executive Management System Cntr. | GIEMSC | Becky Drosopoulos | becky.drosopoulos@wdc.usda.gov | (202) 720-5645 |
| Geospatial Information System Office | GISCO | Deborah Staples | deborah.staples@wdc.usda.gov | (202) 720-0781 |
| Executive Management Systems Office | EMSO | Janet Cuffee | janet.cuffee@wdc.usda.gov | (202) 720-6180 |
| | | | | |
| Office of Business and Program Intergration | OBPI | | | |
| Office of Minority and Socially Disadvantaged Farmers Assistance | MSDA | | | |

FSA Contact Information (Continued)

FSA Records Management Custodians

| Branch/Section | Acronym | Name | E-mail Address | Phone # |
|---|---------|------------------|--|----------------|
| Strategic Performance and Evaluation Staff - OD | SPES | Monique Randolph | monique.randolph@wdc.usda.gov | (202) 720-0402 |
| Reporting, Evaluation, and Management Challenges Branch | REMCB | | | |
| Planning and Performance Management Branch | PPMB | | | |
| Operations Review & Analysis Staff - OD | ORAS | Sonia Saigo | sonia.saigo@wdc.usda.gov | (202) 690-2532 |
| Audits, Investigations, and State and County Review Group | AISCRG | | | |
| Appeals and Litigation Staff | ALS | Gwen Sellman | gwen.sellman@wdc.usda.gov | (202) 690-3297 |
| Deputy Administrator for Farm Programs | | | | |
| Production Emergencies, and Compliance Division - OD | DAFP | | | |
| Common Provisions Branch | PECD | Dena Butschky | dena.butschky@wdc.usda.gov | (202) 720-5172 |
| Common Processes Section | CPB | | | |
| General Records Section | CBS | | | |
| Disaster Assistance Branch | GRS | | | |
| Common Disaster Provisions Section | DAB | | | |
| Crop Disaster Section | CDPS | | | |
| Emergencies Section | CDS | | | |
| | ES | | | |
| Price Support Division - Office of the Director | | | | |
| Automation Branch | PSD | Keya Nimmons | keya.nimmons@wdc.usda.gov | (202) 720-7901 |
| | AB | | | |
| Conservation and Environmental Programs Division | | | | |
| Office of the Director | CEPD | Tonya Cureton | tonya.cureton@wdc.usda.gov | (202) 720-5295 |
| Conservation Automation Branch | OD | Raymond Glover | raymond.glover@wdc.usda.gov | (202) 720-4778 |
| Program Analysis Branch | CAB | Sylvia Redd | sylvia.redd@wdc.usda.gov | (202) 720-5783 |
| | PAB | | | |
| Aerial Photophraphy Field Office | | | | |
| | APFO | | | |

FSA Contact Information (Continued)

| FSA Records Management Custodians | | | | |
|--|---------|-------------------|--|----------------|
| Branch/Section | Acronym | Name | E-mail Address | Phone # |
| Deputy Administrator for Farm Loan Programs | DAFLP | lisa Slade | lisa.slade1@wdc.usda.gov | (202) 720-4671 |
| Office of the Director | OD | Niki Chavez | niki.chavez@wdc.usda.gov | (202) 690-6129 |
| Consent Decree Action Team | CDAT | | | |
| Program Development and Economic Enhancement Div. -Off. Director | PDEED | Linda Baldwin | linda.baldwin@wdc.usda.gov | (202) 720-5489 |
| Loan Making Division - Office of the Director | LMD | Shanita Staten | Shanita.staten@wdc.usda.gov | (202) 720-3889 |
| Direct Loans/Funds Management Branch | DLFMD | | | |
| Guaranteed Loans Branch | GLB | | | |
| Loan Servicing and Property Management Division-Office of Director | LSPMD | Vera Harris | vera.harris@wdc.usda.gov | (202) 720-1984 |
| Direct Loan Servicing Branch | DLSB | | | |
| Guaranteed Loan Servicing & Inventory Property Branch | GLS&IPB | | | |
| Deputy Administrator for Field Operations | DAFO | | | |
| Program Delivery, Budget and Resources Management Staff | PDBRMS | April MacDonald | april.macdonald@wdc.usda.gov | (202) 720-1099 |
| Outreach Staff | OS | Sederis Fields | sederis.fields@wdc.usda.gov | (202) 720-7552 |
| Human Resources Management and Internal Operations Staff | HRMIOS | Patricia Morris | patricia.morris@wdc.usda.gov | (202) 690-2807 |
| Deputy Administrator for Commodity Operations | DACO | | | |
| Commodity Operations | COD | Cleveland Marsh | cleveland.marsh@wdc.usda.gov | (202) 690-1306 |
| Program Managers | PM | | | |
| Program Support Branch | PSB | | | |
| Kansas City Commodity Office | KCCO | Linda Steigerwald | linda.steigerwald@kcc.usda.gov | (816) 926-6168 |
| Deputy Administrator for Management | DAM | | | |
| Management Services Division - OD | MSD | Ercille Warner | ercille.warner@wdc.usda.gov | (202) 690-1523 |
| Information Management Branch | IMB | | | |
| Forms, Graphics, and Records Section | FGRS | | | |
| Publishing & Program Support Section | PPSS | | | |
| Management Analysis & Directives Section | MADS | | | |
| Property & Facilities Management Branch | PFMB | | | |
| Real & Personal Property Management Section | RPPMS | | | |

FSA Contact Information (Continued)

| FSA Records Management Custodians | | | | |
|---|---------|-------------------------------|--|--------------------------|
| Branch/Section | Acronym | Name | E-mail Address | Phone # |
| Space and Facilities Management Section | SFMS | | | |
| Kansas City Administrative Services Branch | KCASB | | | |
| Information Management Section | IMS | | | |
| Property and Facilities Management Section | PFMS | | | |
| Printing and Operation Support Section | POSS | | | |
| Human Resources Division - OD | | | | |
| HR Information System Branch | HRD | | | |
| Administrative Hearing and Conflict Management Staff | HRISB | | | |
| Talent Acquisition Branch | AHCMS | Pat McNamee | Patricia.mcnamee@wdc.usda.gov | (202) 205-3781 |
| FAS Branch | TAB | | | |
| Employee/Labor Relations and Benefit Branch | FB | | | |
| Human Capital Strategic Planning & Initiatives Branch | ELRB | | | |
| Human Capital Policy & Accountability Branch | HCSPIB | Mark Deming | mark.deming@kcc.usda.gov | (816) 823-5208 |
| Leadership and Employee Development Branch | HCPAB | | | |
| | LEDB | Theresa Brooks | theresa.brooks@wdc.usda.gov | (202) 401-0027 |
| Acquisition Management Division | | | | |
| Office of the Director | AMD | Cynthia Moseley Alan Oakes | cynthia.moseley@wdc.usda.gov alan.oakes@wdc.usda.gov | 2026900723 2027202304 |
| Simplified Acquisition Branch | SAB | | | |
| Contracts Operations Branch | COB | | | |
| Policy & Oversight Branch | POB | | | |
| Kansas City Acquisition Branch | KCAB | | | |
| Emergency Preparedness Division - OD | | | | |
| | EPD | Sylvia Flores | sylvia.flores@wdc.usda.gov | (202) 260-8165 |

FAS Contact Information

FAS divisions, branches, sections, or offices shall review the following for accuracy. Contact information offices shall e-mail updates or revisions to **FSA.RecordsMgmt@wdc.usda.gov**.

| FAS Records Management Custodians | | | | | July 24, 2012 |
|--|---------|--|--|--|---------------|
| Branch/Section | Acronym | Name | E-mail Address | Phone # | |
| Administrator | | | | | |
| Office of the Administrator (OA) | OA | Debra Oliver | debra.oliver@fas.usda.gov | 202-720-3935 | |
| Office of Civil Rights | OCR | | | | |
| Legislative Affairs | LA | | | | |
| Public Affairs and Executive Correspondence | PAEC | Lenora Butler | lenora.butler@fas.usda.gov | 202-690-2161 | |
| Office of Country and Regional Affairs | OCRA | Audrey Healy | audrey.healy@fas.usda.gov | 202-720-1340 | |
| Western Hemisphere | WH | Tamika Cox | tamika.cox@fas.usda.gov | 202-720-3222 | |
| Asia and Oceania | AO | | | | |
| Europe | | | | | |
| Africa and the Middle East | AME | | | | |
| Fragile Market Economics | FME | | | | |
| Office of Global Analysis | OGA | Crystal VanBuren Jamee Woods | crystal.vanburen@fas.usda.gov jamee.woods@fas.usda.gov | 202-720-0420 202-720-1383 | |
| International Production Assessment Division | IPAD | Terri Lagarde | terri.lagarde@fas.usda.gov | 202-720-1156 | |
| Global Commodity Analysis Division | GCAD | Michelle Stutz | michelle.stutz@fas.usda.gov | 202-720-8809 | |
| Global Policy Analysis Division | GPAD | Lucie Alleyne | lucie.alleyne@fas.usda.gov | 202-720-0847 | |
| Office of Trade Programs | OTP | | | | |
| Program Monitoring and Evaluation Staff | PME | | | | |
| Trade Services Staff | TS | | | | |
| Program Operations Division | POD | Ilah Barnes | ilah.barnes@fas.usda.gov | 202-720-4327 | |
| Cooperator Programs Division | CP | | | | |
| Credit Programs Division | CRP | Danielle Swain Mary Ann Wallace Cindy Nadeau | danielle.swain@fas.usda.gov maryann.wallace@fas.usda.gov cindy.nadeau@fas.usda.gov | 202-720-3277 202-720-2955 202-720-3211 | |
| Import Policies and Export Report Division | IPERD | Joyce Grace | joyce.grace@fas.usda.gov | 202-720-5060 | |
| Office of Capacity Building and Development | OCBD | | | | |
| Office of Deputy Administrator | ODA | | | | |
| Policy Coordination & Planning Staff | PCPS | | | | |
| Monitoring & Evaluation Staff | MES | Edward Zaharevitz | edward.zaharevitz@fas.usda.gov | | |
| Trade & Scientific Exchanges Division | TSED | Austin Graydus | austin.graydus@fas.usda.gov | 202-720-9959 | |
| Development Resources & Disaster Assistance Division | DRDAD | Jennifer W. Hartung | | 202-540-9139 | |

FAS Contact Information (Continued)

FAS Records Management Custodians

| | | | | |
|---|-------|------------------------------|--|------------------------------|
| Trade & Scientific Capacity Building Division | TSCBD | Brandon Banner | brandon.banner@fas.usda.gov | 202-690-1858 |
| Food Assistance Division | FAD | Ida Larmore | ida.larmore@fas.usda.gov | 202-720-4221 |
| Office of Foreign Service Operations | OFSO | Jean Louis Pajot | jean-louis.pajot@fas.usda.gov | 202-260-8422 |
| Western Hemisphere | WH | Jason Swann | jason.swann@fas.usda.gov | 202-720-7792 |
| Europe | | Tonya Grant | tonya.grant@fas.usda.gov | 202-720-3297 |
| North Asia | NA | | | |
| South Asia | SA | Stacy Gehrt | stacy.gehrt@fas.usda.gov | 202-720-9955 |
| Africa/Middle East | AME | | | |
| Planning and Global Resources | PGR | Pam Sherard | pam.sherard@fas.usda.gov | 202-720-7409 |
| International Services | IS | Amy Curtis Latoya Cooper | amy.curtis@fas.usda.gov latoya.cooper@fas.usda.gov | 202-720-1166 202-720-2291 |
| Protocol and Representation | PR | Lucille Dula | luccille.dula@fas.usda.gov | 202-690-3413 |
| Office of the Chief Operating Officer | OCOO | Anita Chambliss | anita.chambliss@fas.usda.gov | 202-690-2315 |
| Budget and Resource Management | BRM | LaShon Coleman Gwen Toler | lashon.coleman@fas.usda.gov gwen.toler@fas.usda.gov | 202-720-3598 202-720-5173 |
| Development and Capacity Building Operations | DCBO | | | |
| Budget Execution | BE | | | |
| Program Management | PM | | | |
| Knowledge Management | KM | | | |
| International Travel Section | ITS | | | |
| Strategic Planning and Human Capital | SPHC | Carolyn Silver | carolyn.silver@fas.usda.gov | 202-720-0208 |
| Compliance, Security and Emergency Planning | CSEP | Kim Connally | kim.connally@fas.usda.gov | 202-720-6713 |
| Information Technology | IT | Yotunya Speight | yotunya.speight@fas.usda.gov | 202-720-7781 |
| Infrastructure Management | IM | | | |
| Information Security and Risk Management | ISRM | | | |
| Services and Operations | SO | | | |
| Application Development | AD | | | |